

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING MEETING  
JUNE 1, 2023  
TOWN HALL – SECOND FLOOR MEETING ROOM  
9:30 AM**

Board Members Present: Robert C. Kilmer, Jr., Chairman  
Nadine A. Hawver  
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator  
David Ruot, Highway Superintendent

Chairman Kilmer called the meeting to order at 9:30 AM.

The Board received an email expressing concerns with West Stahl and Route 7 intersection. The Board discussed foliage at the corner of the intersection. Superintendent Ruot will contact the property owner at the corner of West Stahl and discuss mowing further back on that corner. Administrator LaBombard will respond by email regarding the foliage and suggest that MassDOT be contacted regarding any signage requests.

The bids for the paving of Boardman Street and Kellogg Road came in higher than estimated. The Board discussed waiting to pave Kellogg Road, but due to its condition they discussed using ARPA funds. Selectman Hawver moved to use up to \$100,000 of ARPA funds to pave both Boardman Street and Kellogg Road, seconded by Selectman Wood. The motion carried unanimously.

Two applications have been received for the Transfer Station, both college students, for the summer. Superintendent Ruot has contacted one who is only available until June 22<sup>nd</sup> to see if there is interest in mowing for the highway for a couple of weeks. Selectman Hawver moved to offer the position at the Transfer Station to Travis McLoughlin with the salary of \$18.75 per hour, seconded by Selectman Wood. The motion carried unanimously.

The Board had reviewed a policy regarding personal email accounts for employees and town officials. It was amended to allow any unpaid position in the Town to set up their own email account for Town business only and to supply the login information to the Town Administrator's office. Selectman Wood moved to adopt the policy as amended, seconded by Selectman Hawver. The motion carried unanimously.

The family maintaining the Kellogg cemetery on Route 7 has contacted Tammy Blackwell, Cemetery Commission, to check on ownership of the cemetery and stated that they may no longer be able to maintain the cemetery. They also inquired if the Town would take it over if they cannot. T. Blackwell advised that if the Town was interested in taking on the cemetery it would be closed to burials. The Board discussed their interest in maintaining this cemetery and it was the consensus that there was no interest in maintaining that cemetery.

The Board discussed the costs to recycle mattresses and the cost to dispose of larger furniture, which have increased per piece and for transportation. Selectman Wood moved to increase the cost of a Transfer Station coupon to \$30 each, seconded by Selectman Hawver. The motion carried unanimously.

The Board reviewed a policy drafted by Selectman Wood regarding public comments at meetings. Selectman Hawver amended the policy by removing the bullet point indicating where public speak time

was located on an agenda, she would like to leave that decision up to the boards/commissions. The Board then discussed the time limit on public speak, historically there has been a 3 minute time limit at the end of each Select Board meeting, but this draft has a 2 minutes time limit. Selectman Hawver moved to adopt the policy as amended and to increase the public speak time back to 3 minutes, seconded by Selectman Wood. The motion carried unanimously.

Ward's Nursery is hosting an employee event at the Town Park and has offered to plant a tree at the park as a donation for the use of the pavilion. It was the consensus of the Board that Selectman Wood will reach out to Ward's to discuss the tree type and location. The information will be brought back to the Board for discussion and possible approval.

Selectman Wood stated that she has just received notice that the letter of support to the TriTown Connect Transit grant requires a match amount and that a \$10,000 match has been requested. Selectman Hawver moved to amend the letter of support to include a \$10,000 match from the Berkshire School account, seconded by Selectman Wood. The motion carried unanimously. Ratification of this vote will be on the June 5<sup>th</sup> agenda.

Selectman Hawver gave an update on the Regional School District Planning Board. The Board voted in favor of the assessment method, there were only 2 votes against. She was notified this morning that there was an Open Meeting Law violation because the public link did not work, so many were not able to access the meeting. A meeting will be held on June 6<sup>th</sup> and the vote will be taken again.

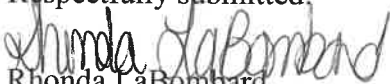
The Board has received a request to hold a dog hearing for an incident on May 7th. It was the consensus of the Board to schedule the hearing on June 13, 2023 at 5 pm.

The Board discussed the upcoming Board of Health (BOH) meeting and the proposed regulation regarding feeding bears. Select Board members plan to attend the BOH meeting on June 13, 2023 at 6 pm.

Selectman Wood moved to adjourn the meeting, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Kilmer adjourned the meeting at 10:45 AM.

Respectfully submitted:

  
Rhonda LaBombard  
Town Administrator

Documents reviewed at this meeting:  
Email Regarding West Stahl and Route 7  
Paving Bid Summary  
Policy for Personal Emails  
Policy for Public Speak  
Email from Ward's Nursery for Tree Donation  
Draft Letter of Support